

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
FLSA Status	Exempt
Salary Grade	67
Reports To	General Manager

GENERAL SUMMARY

This position is responsible for managing all aspects of District Finances, preparing monthly financial statements, providing reports and advice to the General Manager and Board of Directors on financial matters, developing and administering the budget, overseeing the annual audit, and supervising finance staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Oversees day-to-day operations of the Finance Department, including payroll, accounts payable, and cash receipts.
- Prepares monthly financial statements and other reports for the Board of Directors. Attends Budget and Finance Committee meetings and bi-monthly Board Meetings to present reports and provide information.
- Provides monthly budget to actual reports to department heads. Provides reports to all staff, as requested.
- Develops annual budget, creates calendar for use in preparing the budget, and works with General Manager, department heads, and supervisors to prepare the budget.
- Oversees annual audit. Provides materials requested by the auditing team, advises and directs Accounting Specialist and Accounting Assistant to provide reports and documentation required by the auditing team, answers questions from the auditing team, and makes adjustments as directed.
- Works with auditing team to schedule all phases of the audit and presentation of the audit to the Budget and Finance Committee and the Board of Directors.
- Reconciles monthly bank statements using financial software. Identifies errors and makes corrections.
- Performs related work as required.

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SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one business function within an organization unit (i.e. benefits), including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has assigned division and/or GVRD-wide fiscal responsibility. Assures that appropriate linkages exist between division and agency-wide budget, funding limitations and services levels, to meet specific division and GVRD goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. May prepare financial statements and budget reports.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's Degree in Business, Public Administration, Accounting, Finance or a related discipline

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- Five (5) to seven (7) years' experience working in Finance, including prior management or leadership experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Valid Driver License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment, including applicable software
- Principles and practices of employee supervision
- Generally Accepted Accounting Principles
- Finance Department procedures
- District budgeting practices
- Available revenue sources

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Prepare financial statement

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- Communicate effectively, both orally and in writing
- Liaise between Finance Department staff and auditors

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

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WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

EEO STATEMENT

GVRD is an equal opportunity employer.

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ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____ Date:_____

Date created	12/10/2020
Dates revised	